

Room PC Web Conferencing

This room is equipped with a **built-in computer** connected to a camera and microphone(s)

It can be used with **any web-based conferencing platform** including Zoom, GoToMeeting, the free version of Skype, and more

Simply **select the room computer** as the input to display, then follow the sign-in directions provided by your meeting organizer

When signing into a web conference from a desktop app, please **pre-test your internet connection** by opening the browser (IAM login may be required to connect to the network)

Room Phone #

Connecting to Skype for Business?

Please ensure that your session is open to all participants

If you made the meeting invite in Outlook, open it and check the

Meeting Options menu



Where = A new meeting space

Who can join = Anyone (no restrictions)

Who can present = Anyone (no restrictions)

+ Click

Remember Settings

While signed into Sfb desktop app

Open Outlook invite + click

→ [Join Skype Meeting](#)

No account, or just using a web browser?

Open Outlook invite + click

[Try Skype Web App](#)

For more information please contact [redacted] at

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